



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CORRECTIONS EDUCATION SPECIALIST III

Job Number: 20000670
Job Code: 22660V161016
Job Group: 2200 - CORRECTIONS
Job Established: 06/16/2010
Job Revised: 10/16/2016

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| Grade: 14 | <u>Salary (MIN - MID):</u> | <u>Special Entrance Rate:</u> |
| | \$18,075-\$23,944 - Hourly | NONE |
| | \$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary | NONE |
| | \$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary | NONE |

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Assists the Corrections Regional Education Administrators with strategic planning, purchase ordering and budgeting; serves on the school's Advisory board; provides guidance to Corrections Education Specialist I's and II's; provides assessment and targeted instruction services to inmates in state correctional facilities to include preparation of lesson plans; reports on student's attainment and progress; serves as Kentucky Offender Management System (KOMS) Trainer for educational data collection; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a Masters Degree in education (academic or vocational).

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a Current Rank II or Rank I certification by the Department of Education or Education Professional Standards Board. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification.

Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Participates in professional development activities to improve teaching skills and technology awareness to enhance classroom delivery. Attends educational staff meetings and assists with pupil personnel statistical reporting. Advises colleagues with assistance with Kentucky Offender Management System (KOMS) and prepares reports for the Corrections Regional Educational Administrators. Provides targeted instruction services in adult basic education, English as a second language (ESL), high school equivalency or high school diploma (for qualified students) to adult inmates within a correctional facility. Conducts performance appraisals on Corrections Education Specialist I's and II's. Prepares lesson plans, maintains records and reports on student's attainment and progress. Develops curriculum and administers student assessment and reports. Provides advising services to students and makes appropriate referrals where applicable; and maintains order and discipline.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting within a correctional institution.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.